

CAL-Card PROGRAM AND ACCOUNTING TRAINING 2003 SCHEDULE

The CAL-Card **Program Training** provides an informative presentation on the State of California's contract for purchase card services. Agencies will be given an understanding of program structure, controls, and reporting capabilities. The CAL-Card **Accounting Training** provides information regarding CAL-Card billing, documents, reconciliation process, payment adjustment process, and related program management reporting. The Accounting Training will benefit Program Coordinators, Accounting Officials, Reconciliation and payment staff, and other CAL-Card team members.

<u>LOCATION #</u>	<u>ADDRESS</u>	<u>DATE(S)</u>
1	WEST SACRAMENTO , DEPARTMENT OF GENERAL SERVICES, 1ST FLOOR , ZIGGURAT BLDG., 707 – 3RD STREET	TRAINING ROOM 320 March 13, 2003 TRAINING ROOM 320 April 10, 2003 TRAINING ROOM 320 May 8, 2003 AUDITORIUM 1 ST FLR June 5, 2003 TRAINING ROOM 320 June 18, 2003 TRAINING ROOM 320 July 10, 2003 TRAINING ROOM 320 August 14, 2003 AUDITORIUM, 1 ST FLR September 4, 2003
2	MODESTO , CITY OF MODESTO, FINANCE DEPARTMENT, 1010 – 10 TH STREET, 2 ND FLOOR	March 20, 2003
3	PALO ALTO , CUBBERLEY COMMUNITY CENTER, 4000 MIDDLEFIELD ROAD, AUDITORIUM	May 22, 2003
4	SAN DIEGO , COUNTY OF SAN DIEGO, 1600 PACIFIC HIGHWAY, TOWER ROOM, 7 TH FLOOR	June 25, 2003
5	RIVERSIDE , DEPARTMENT OF GENERAL SERVICES, CALIFORNIA TOWERS, 3737 MAIN STREET, HIGHGROVE ROOM, SUITE 200	June 26, 2003
6	DOWNEY , LOS ANGELES COUNTY OFFICE OF EDUCATION, 12830 Clark Avenue, Room 606 A & B	September 16, 2003
7	SAN DIEGO , COUNTY OF SAN DIEGO, 1600 PACIFIC HIGHWAY, TOWER ROOM, 7 TH FLOOR	September 17, 2003

Please submit enrollment form at least 5 working days prior to scheduled training date that you wish to attend.

THERE IS NO ENROLLMENT FEE FOR EITHER PROGRAM TRAINING

If you are unable to attend, please contact our office to free your slot for another student.

Last Name: _____ First Name: _____
Agency/Dept.: _____ Email: _____
Address: _____ City: _____ ZIP Code: _____
Telephone: _____ FAX: _____

<u>Preference for Training</u>	<u>Class Time</u>	<u>Enter Location #</u>	<u>Enter Date</u>
<u>Program Training</u>	8:30 a.m. - 10:00 a.m.	_____	_____
<u>Accounting Training</u>	10:00 a.m. - Noon	_____	_____

FAX OR MAIL TO: (916) 375-4662
CAL-Card Program
DGS-Procurement
P. O. Box 989052
West Sacramento, CA 95798-9052

FOR MORE INFORMATION CALL:
CAL-Card Program
(916) 375-4578

For those persons with a disability needing reasonable accommodation or having questions, please contact Judith Burnett (916) 375-4578. In order to ensure that we can meet your accommodation, it is best that we receive your request at least 10 working days before the scheduled training. Procurement Division TTY telephone number is (916) 376-1891. The California Relay Service telephone numbers are (voice) 1-800-735-2922 and 1-888-877-5379, (TTY) 1-800-735-2929 and 1-888-877-5378 or (speech to speech) 1-800-854-7784.